

SAP Business Intelligence Reporting

Running BI Reports From HRMS Portal

Washington State HRMS Business Intelligence (BI)
Self-Paced Learning Materials

General Topics - BI End Users/Power Users

Running BI Custom Reports - Overview

The Running BI Custom Reports section provides an overview for running BI Custom Reports from the HRMS Portal.

Topics covered in this section include:

➤ Running BI Custom Reports

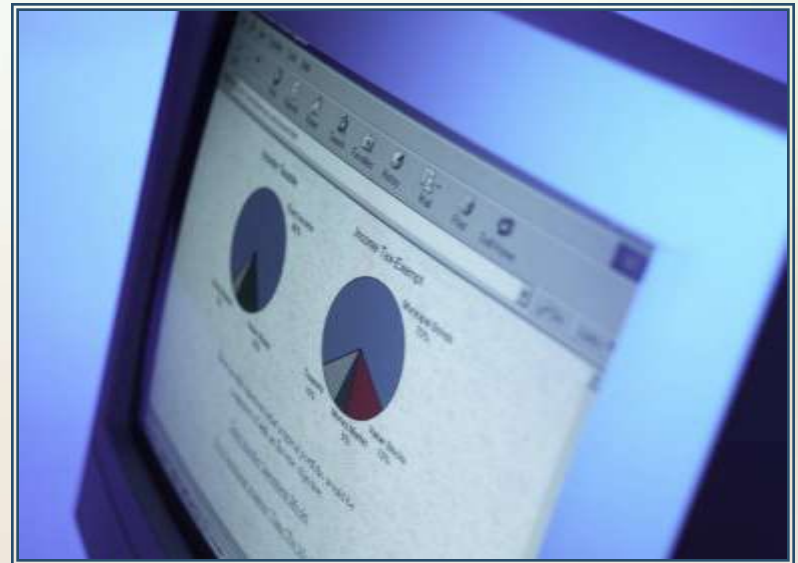
- Accessing Reports from the HRMS Portal
- Selecting a Report
- Report Variables
- Selecting Multiple Variables
- Deleting Variables
- Running a Report



Self Paced Learning Materials for the BI Financial, E-Recruiting, and Grievance cubes will be published separately.

➤ Defining BI Custom Report Variables

- Position-Personnel Master Listing
- Position Statistics Report-Month Ending
- Position Roster
- Merit System Employee History
- Class Distribution-Pay Class
- Classification Turnover
- Minority Distribution
- Supervisor to Employee
- Merit System Employee Summary
- Employee File Statistics
- Periodic Increment and Appointment Status Changes
- Affirmative Action
- HRM Performance Measurement reports



Accessing Reports from the HRMS Portal

Accessing Reports from the HRMS Portal

The HRMS Portal is used to access Business Intelligence reports. Instructions for logging on to the HRMS Portal are in *Section 5: Logging on to HRMS Portal*.

The diagram below provides a sample of the screen displayed once the user has logged on to the HRMS Portal:

Click on "Business Intelligence" to view categories

Business Intelligence categories contain reports associated with that category

The first BI Report under the Organization Management category will be selected by default

The Detailed Navigation pane displays the list of BI reports to choose from

The report pane displays the report variable selection criteria, as well as the report results when a report is run

BI Reports
Organization Management | Personnel Administration | Time Management | Payroll | Financials | HRM Performance Measurement | Grievance Reporting | E-Recruiting

Position / Personnel Master Listing

Detailed Navigation

- Position / Personnel Master Listing
- Position Statistics Report - Month Ending
- Position Roster

Portal Favorites

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables

Variable	Current Selection	Description
* Month/Year Range (Mandatory)		
Organizational Unit Hierarchy		
Job - Multiple (Optional)		

OK Check

BI Reports
Organization Management | Personnel Administration | Time Management | Payroll | Financials | HRM Performance Measurement | Grievance Reporting | E-Recruiting

Position / Personnel Master Listing

Detailed Navigation

- Position / Personnel Master Listing
- Position Statistics Report - Month Ending
- Position Roster

Portal Favorites

Position / Personnel Master Listing

Display As: Information Send Print Version Export to Excel Comments

Column	Job	Position	Organizational Unit	Exp
Key Figures	0000110	INFORMATION TECH SYSTEMS/APP SPEC	70000000 0102 00000101	SA 34
Rows				
Job	70000001	0102 00000101	SA 34	
Position	70000001	0102 00000101	SA 34	
Organizational Unit	70000001	0102 00000101	SA 34	
County	70000001	0102 00000101	SA 34	
EE Group	70000001	0102 00000101	SA 34	
Pay Scale Group	70000001	0102 00000101	SA 34	
Pay Grade	70000001	0102 00000101	SA 34	
Free characteristics	70000001	0102 00000101	SA 34	

Continued...

Accessing Reports from the HRMS Portal, Cont...

BI Custom Reports are located in the following categories under the Business Intelligence tab:

BI Reports

Organization Management | Personnel Administration | Time Management | Payroll | Financials | HRM Performance Measurement | Grievance Reporting | E-Recruiting

Organization Management:

- Position-Personnel Master Listing
- Position Statistics Report-Month Ending
- Position Roster

Personnel Administration:

- Employee History
- Class Distribution-Pay Class
- Minority Distribution
- Merit System Employee Summary
- Employee File Statistics
- Appointment Status Changes
- Affirmative Action

Payroll:

- HCA Non-Discrimination

Financials:

- Distribution of Payroll and Related Costs
- Position Cost
- Who Charged



Self Paced Learning Materials for the BI Financial, E-Recruiting, and Grievance cube will be published separately

HRM Performance Measurement:

- Plan and Align Workforce
- Hire Workforce
- Deploy Workforce
- Develop Workforce
- Reinforce Performance
- Ultimate Outcomes



The HRM Performance Measurement tab contains multiple reports within each category.

Grievance:

- Grievance Details Report
- Grievance Master Agreement Report
- Grievance Totals by Agency Report
- Grievance Articles Trend Report
- Grievance Detail Agency Report
- Grievance History Report
- Grievance Status Totals Report

E-Recruiting:

- #40 Candidate Quality-Detail
- #40 Candidate Quality-Sum1-Summary-Questions with Responses
- #40 Candidate Quality-Sum2-Uncompleted by Hiring Mgr
- #40 Candidate Quality-Sum3-Uncompleted by REQ-All Hiring Mgr
- #08 Time to Hire - Detail
- #08 Time to Hire - Summary

Selecting a Report

To select a report:

1. Click the report category link.
2. Click the report name link from the Detailed Navigation pane.
3. A variables selection box will appear to allow the user to enter variables (selection criteria) for the report they wish to run:

BI Reports

Organization Management | Personnel Administration | Time Management | Payroll | Financials | HRM Performance Measurement | Grievance Reporting | E-Recruiting

Position / Personnel Master Listing

Detailed Navigation

- Position / Personnel Master Listing
- Position Statistics Report - Month Ending
- Position Roster

Portal Favorites

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

Variable	Current Selection	Description
* Month/Year Range (Mandatory)		
Organizational Unit Hierarchy		
Job - Multiple (Optional)		

OK Check

BI Reports

Organization Management | Personnel Administration | Time Management | Payroll | Financials | HRM Performance Measurement | Grievance Reporting | E-Recruiting

Position / Personnel Master Listing

Detailed Navigation

- Position / Personnel Master Listing
- Position Statistics Report - Month Ending
- Position Roster

Portal Favorites

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

Variable	Current Selection	Description
* Month/Year Range (Mandatory)		
Organizational Unit Hierarchy		
Job - Multiple (Optional)		

OK Check

Click here to expand
left/right in the Detailed
Navigation pane

Click here to show /
hide the Detailed
Navigation pane

Detailed Navigation

Continued...

Selecting a Report, cont...

For reports with multiple queries, a report folder will contain all queries of the report. For example, BI Custom Reports with multiple queries include:

- Employee File Statistics
- Affirmative Action

To run a report query alone:

1. Click the report query link.
For example, click the Employee File Statistic - Age Ranges link rather than Employee file Statistics - All Reports link

To run a report with all report queries at once:


2. Click the report with the “All Reports” link.

Click the Expand ► and Collapse ▼ buttons to expand and collapse report folders.

The screenshot shows the HRMS Portal interface. At the top, there is a welcome message 'Welcome Jane Doe' and a search bar with 'Search' and 'Advanced Search' buttons. Below this is a navigation bar with 'BI Reports' selected, and links for 'Organization Management', 'Personnel Administration', and 'Time Management'. The main content area is titled 'Employee File Statistics' and contains a 'Detailed Navigation' section. This section lists several report folders, each with an expand/collapse icon (a square with a right-pointing triangle for expand and a down-pointing triangle for collapse). The 'Employee File Statistics' folder is expanded, showing a list of specific report queries. These include: 'Employee File Statistics - Age Ranges', 'Employee File Statistics - In Present Position', 'Employee File Statistics - Certificate', 'Employee File Statistics - County Code', 'Employee File Statistics - Disability Status', 'Employee File Statistics - Education', 'Employee File Statistics - Ethnic Group', 'Employee File Statistics - Gender', 'Employee File Statistics - Merit System', 'Employee File Statistics - Part Time Percent', 'Employee File Statistics - Salary Ranges', 'Employee File Statistics - Salary Rate Unit', 'Employee File Statistics - Special Pay', 'Employee File Statistics - Status', 'Employee File Statistics - Underfill', 'Employee File Statistics - Veteran Status', and 'Employee File Statistics - All Reports'. Below these are two more folders: 'Appointment Status Changes' and 'Affirmative Action'. The 'Affirmative Action' folder is also expanded, showing queries like 'Affirmative Action Employee Detail Statewide', 'Affirmative Action Analysis by EEOC Group', 'Affirmative Action Employee Detail by Personnel Area', and 'Affirmative Action Summary by Personnel Area/Job'. A bracket on the right side of the 'Affirmative Action' queries points to a text box stating 'All Affirmative Action queries must be run separately'.

All Affirmative Action queries must be run separately

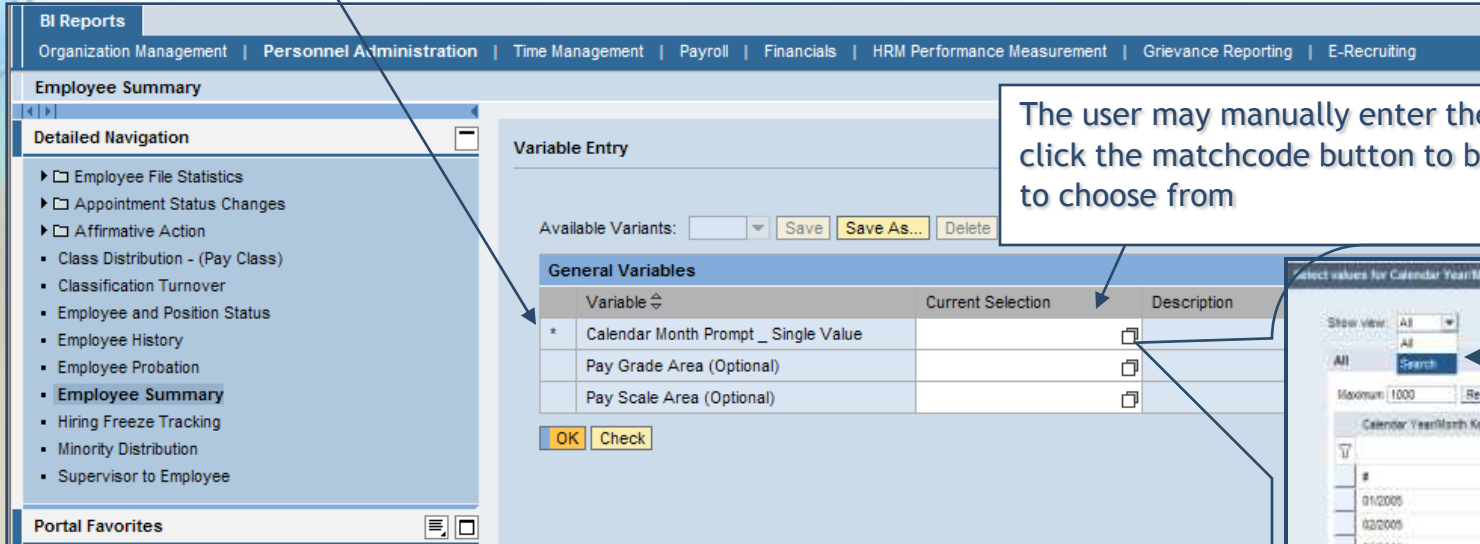
Report Variables

Variables are report selection criteria and must be entered prior to running a report. Variables identified with an asterisk are required fields. The user may enter variables manually or click on the matchcode button  to select a variable from a list.

Variables with an asterisk are mandatory fields and must be entered

The user may manually enter the variable, or click the matchcode button to bring up a list to choose from

Use the “Search” feature to find a specific variable. OR
Click the desired variable from the list



BI Reports
Organization Management | **Personnel Administration** | Time Management | Payroll | Financials | HRM Performance Measurement | Grievance Reporting | E-Recruiting

Employee Summary




Detailed Navigation

- Employee File Statistics
- Appointment Status Changes
- Affirmative Action
- Class Distribution - (Pay Class)
- Classification Turnover
- Employee and Position Status
- Employee History
- Employee Probation
- Employee Summary**
- Hiring Freeze Tracking
- Minority Distribution
- Supervisor to Employee

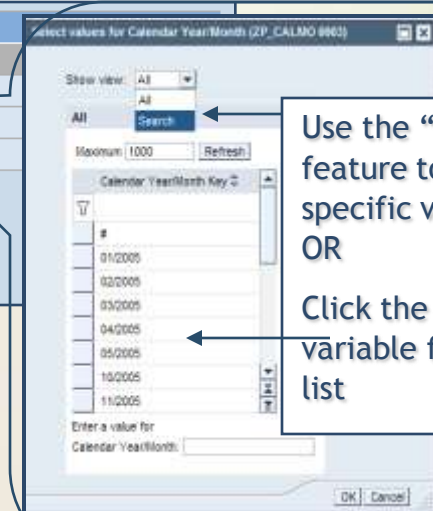
Portal Favorites

Variable Entry

Available Variables: Save Save As... Delete

Variable	Current Selection	Description
* Calendar Month Prompt _ Single Value		
Pay Grade Area (Optional)		
Pay Scale Area (Optional)		

OK Check



Select values for Calendar Year/Month (2P_CALMO #603)

Show view: All

All Search

Maximum: 1000 Refresh

Calendar Year/Month Key

#
01/2005
02/2005
03/2005
04/2005
05/2005
06/2005
07/2005
08/2005
09/2005
10/2005
11/2005

Enter a value for Calendar Year/Month:


OK Cancel

matchcode popup list

Selecting Multiple Variables

Selecting Multiple Variables

To select multiple variables, click the “matchcode”  button to add multiple variables of the same type.

 Note: Before a new row can be added, there must be an entry in the first row

Variable Entry

Available Variants: [Show Variable Personalization](#)

General Variables

Variable	Current Selection	Description
* Calendar Month Prompt _ Single Value		
Pay Grade Area (Optional)		
Pay Scale Area (Optional)		

Click the “matchcode” button to add a variable of the same type

Select values for Pay Grade Area (ZS_SALAR 0003)

Show view:

Maximum: 1000

Pay Grade Area Key	Pay Grade Area Text
#	#
#	#
01	Standard Progression
02	WMS
09	School fr Deaf/Blind
34	Elected Official
35	Legislative
36	Attorney General
37	Justices and Judges

Pay Grade Area:

Select the multiple values you need and click Add

Select values for Pay Grade Area (ZS_SALAR 0003)

Show view:

Maximum: 1000


Pay Grade Area Key	Pay Grade Area Text
#	#
#	#
01	Standard Progression
02	WMS
09	School fr Deaf/Blind
34	Elected Official
35	Legislative
36	Attorney General
37	Justices and Judges
41	EMS

Enter a value for Pay Grade Area:

Result: An multiple values have been added

Deleting Variables

To remove a variable that was entered in error or replace the current variable, the variable can be removed two ways:

1. Highlight the variable, select the delete or backspace key to delete that variable.
2. Select the matchcode  button. Select the variables that need to be deleted and click the “Remove” button.

Variable Entry

Available Variables: Save Save As... Delete Show Variable Personalization

Variable	Current Selection	Description
Month/Year Range (Mandatory)	04/2008 - 04/2008	04/2008 - 04/2008
Organizational Unit Hierarchy	30000698	106
Pay Scale Area - Single (Optional)	01	01 01

OK Check

Variable Entry

Available Variables: Save Save As... Delete Show Variable Personalization

Variable	Current Selection	Description
* Month/Year Range (Mandatory)		
Organizational Unit Hierarchy	30000698	106
Pay Scale Area - Single (Optional)	01	01 01

OK Check

Variable values can be highlighted and deleted by pressing Delete or Backspace on the keyboard

Result: Variables have been deleted

Select values for Personnel Area (ZS_PAOP 0003)

Show tool: Single values Show view: All

Maximum 1000 Refresh

Personnel Area Text

#

Aberdeen Wex

Admin for the Courts

Ahtanum View CC

Airway Heights Corr Ctr

Americorp Star Vista

Archaeology and Historic Pres

Bingen Wex

Enter a value for Personnel Area:

Add Remove

Selections

Type	Description
<input checked="" type="checkbox"/>	Airway Heights Corr Ctr
<input checked="" type="checkbox"/>	Americorp Star Vista
<input checked="" type="checkbox"/>	Archaeology and Historic Pres
<input checked="" type="checkbox"/>	Arts Commission

Change Order

OK Cancel

Select the variables to be removed and click the “Remove” button and click OK.

Personalizing Variables

Users have the ability to personalize variables from the HRMS Portal. Personalizing variables allows the user to save the variable setting they have entered.



Personalizing a variable for one report will personalize the same variable for all other reports if that variable is used. For example, in the illustration below the user is personalizing the Personnel Area variable for the Minority Distribution report. Once the Personnel Area variable has been personalized, the same values will be used for Personnel Area when the Employee File Statistics report is run since it also uses the same Personnel Area variable.

Once a variable is personalized, it is no longer displayed on the variables screen. See Removing Personalized Variables for information on removing a personalized variable.

Variable Entry

Available Variables:

Show Variable Personalization

Click here to personalize the Personnel Area variable

General Variables		
Variable	Current Selection	Des
* Number of Pay Periods	1	1
Appropriation		
Budget Unit		
Personnel Area - Select (Optional)		
Payroll Area - Selection (Optional)		
Project		
Agency		
Sub-Agency		
Organizational Unit - Selection (Optional)		
PROGRAM INDEX		
Org Index		
Allocation Code		
In Period (yyyypp)		
For Period (yyyypp)		
Position (Optional)		
* HR as of date (mm/dd/yyyy) [Key Date]		
Biennium		

Continued...

The example below uses the Distribution of Payroll and Related Report to show how to Personalize the Personnel Area variable:

1. Enter the Personnel Area Variable(s).
2. Click the “Select” button for the variable
3. Select the “Add selected variables to personalized variable list”

Available Variants: Save Save As... Delete [Hide Variable Personalization](#)

General Variables			
	Variable	Current Selection	Description
*	Number of Pay Periods	1	1
	Appropriation		
	Budget Unit		
	Personnel Area - Select (Optional)	1110;1111;	
	Payroll Area - Selection (Optional)		
	Project		
	Agency		
	Sub-Agency		

Personalized Variables

☐ Show Personalized Variables

OK Check

Available Variants: Save Save As... Delete [Hide Variable Personalization](#)

General Variables			
	Variable	Current Selection	Description
*	Number of Pay Periods	1	1
	Appropriation		
	Budget Unit		
	Personnel Area - Select (Optional)	1110;1111;	
	Payroll Area - Selection (Optional)		
	Project		
	Agency		

Personalized Variables

☐ Show Personalized Variables

OK Check

Result: Personnel Area has been Personalized.

Removing Personalized Variables

Removing Personalized Variables

To remove a Personalized Variable:

1. Select a report that contains the personalized variable that needs to be removed.
2. Click “Show Variable Personalization” link.

Variable Entry

i One or more variables are personalized; click Show Variable Personalization link to display them

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
Organizational Unit Hierarchy		
Job - Multiple (Optional)		
Calendar Month (Optional)		
Cal Quarter (Optional)		
Calendar Year (Optional)		

OK Check

Result: The Personnel Area variable selection will appear.

3. Select the personalized variable to be removed
4. Click “Remove selected variables from personalized variables list”.

Available Variables: Save Save As... Delete [Hide Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
* Number of Pay Periods	1	1
Appropriation		
Budget Unit		
Payroll Area - Selection (Optional)		
Project		
Agency		

▼ ▼ **Remove selected variables from personalized variables list** ▲ ▲

Personalized Variables		
Variable	Current Selection	Description
Personnel Area - Select (Optional)	1110; 1111	1110 Dept of Personnel; 1111 Information S

☐ Show Personalized Variables

OK Check

Continued...

Removing Personalized Variables, cont...

Available Variables: Save Save As... Delete [Hide Variable Personalization](#)

General Variables			
	Variable	Current Selection	Description
*	Number of Pay Periods	1	1
	Appropriation		
	Budget Unit		
	Personnel Area - Select (Optional)	1110; 1111	1110 Dept of Personnel; 1111 Information S
	Payroll Area - Selection (Optional)		
	Project		
	Agency		

Personalized Variables			
	Variable	Current Selection	Description

☐ Show Personalized Variables

OK Check

Result: The Personnel Area personalized variable has been removed. The Personnel Area values will no longer be saved and the Personnel Area variable selection will appear on all variable screens that use the Personnel Area variable.

Running a Report

To run a BI Custom Report:

1. Enter variables.

i Note: To ensure variables are valid, click the “Check” button prior to running the report.

2. Click the “OK” button to run the report.

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables			
Variable	Current Selection		Description
* Month/Year Range (Mandatory)	04/2008 - 04/2008	<input type="checkbox"/>	04/2008 - 04/2008
Organizational Unit Hierarchy	30000698	<input type="checkbox"/>	106
Job - Multiple (Optional)	50000013; 50000023	<input type="checkbox"/>	OFFICE ASSISTANT; PRT ADMIN ASST 5

OK Check

Position / Personnel Master Listing

Display As Table Information Send Print Version Export to Excel Comments

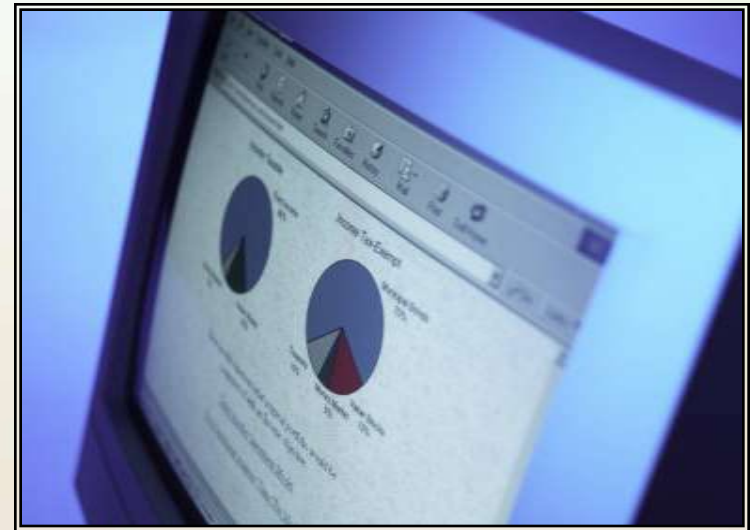
Columns		Job	Position	Organizational Unit	County	EE Group
Key Figures		50000013	OFFICE ASSISTANT	71001207 100J 30005156 2105	#	Permanent
Rows				71001244 100J 30005156 2105	#	Permanent
Job				Result		
Position		50001570	CONTRACTS SPEC 2	70003568 0557 31000201 VACANT	34	Permanent
Organizational Unit				70005280 0163 30000709 401	34	Permanent
County				70008816 0026 30000790 0300	17	Permanent
EE Group				70009130 0415 30001371 E&A	34	Permanent
Pay Scale Group				70009230 0729 30001371 E&A	34	Permanent
Pay Grade				70009387 1066 30001371 E&A	34	Permanent
Free characteristics				70009421 1112 30001371 E&A	34	Permanent

Result: Report results with selected variables.

Defining BI Custom Report Variables

All BI Custom Reports require variable entry (selection criteria) prior to running the reports.

The following section provides the basic steps to enter variables for BI Custom Reports.



Defining Variables: Position-Personnel Master Listing Report

Position-Personnel Master Listing Report

To define the Position-Personnel Master Listing variables:

1. Enter a Month/Year range in MM/YYYY format or select a date using the matchcode button for Month/Year Range.
***This is a required field.**
2. Enter a Job code or select a job using the matchcode button.
3. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables			
Variable	Current Selection		Description
* Month/Year Range (Mandatory)	04/2008 - 04/2008	<input type="checkbox"/>	04/2008 - 04/2008
Organizational Unit Hierarchy	30000698	<input type="checkbox"/>	106
Job - Multiple (Optional)	50000013; 50000023	<input type="checkbox"/>	OFFICE ASSISTANT; PRT ADMIN ASST 5

OK Check

Select values for Organizational Unit (ZM_ORGHI 0003)

- ▶ 085
- ▶ 110
- ▼ 111
 - 111
 - AA
 - AB
 - AF
 - ▶ AJ
 - AT
 - DA
 - DB
 - X1
- ▶ 116
- ▶ 142

OK Cancel

Add ▶
◀ Remove

Selections

Type	Description
	110

Change Order

Selecting the Department of Personnel Organizational Unit Hierarchy will also include all Organizational Units that are a part of that hierarchy.

4. Click the OK button.

Result: The Position-Personnel Master Listing report results are displayed.

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables			
Variable	Current Selection		Description
* Month/Year Range (Mandatory)	04/2008 - 04/2008	<input type="checkbox"/>	04/2008 - 04/2008
Organizational Unit Hierarchy	+30000479(00RGUNIT)	<input type="checkbox"/>	110
Job - Multiple (Optional)	50000013; 50003624	<input type="checkbox"/>	OFFICE ASSISTANT; ASST ADMIN

OK Check

Position / Personnel Master Listing

Display As: Table Information Send Print Version Export to Excel Comments

Columns	Job	Position
<ul style="list-style-type: none"> Key Figures Rows Job Position Organizational Unit County EE Group Pay Scale Group Pay Grade Free characteristics 	50000009 IT APP S 50000010 IT APP S 50000011 FIN ANA	70007296 Y0156 70007301 Y0161 70007270 Y0116 70007285 Y0136 70007335 Y0202 70007337 Y0204

Back

Goto Employees in Position

Filter

Change Drilldown

Broadcast and Export

Save View

Properties

Documents

Sort Job

Additional Information:

To view a list of employees in a filled Position from the report results:


1. Click on a Position in the report results to pull up the Context Menu.
2. Select Goto - Employees in Position.

Result: Employees in the selected Position are displayed.

Defining Variables: Position Statistics Report




Position Statistics Report

To define the Position Statistics Report variables:

1. Enter a Month/Year range in MM/YYYY format or select a date using the matchcode  button for Month/Year Range. ***This is a required field.**
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.

Variable Entry

Available Variables: Save Save As... Delete Show Variable Personalization

General Variables			
Variable	Current Selection		Description
* Month/Year Range (Mandatory)	4/2008		
Organizational Unit Hierarchy	30066706		
Pay Scale Area - Single (Optional)			

OK Check


Select values for Organizational Unit (ZM_ORGHI 0003)

- ▶ 085
- ▶ 110
- ▼ 111
 - 111
 - AA
 - AB
 - AF
 - ▶ AJ
 - AT
 - DA
 - DB
 - X1
- ▶ 116
- ▶ 142

OK Cancel

Add ▶
◀ Remove

Selections

Type	Description
	110

Change Order

Selecting the Department of Personnel Organizational Unit Hierarchy will also include all Organizational Units that are a part of that hierarchy.

Defining Variables: Position Statistics Report, Cont...

3. Click the OK button.

Result: The Position Statistics report results are displayed.

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables

Variable	Current Selection	Description
* Month/Year Range (Mandatory)	4/2008	
Organizational Unit Hierarchy	30066706	
Pay Scale Area - Single (Optional)		

OK Check

Additional Information:

To view the Position Fill Counts:

1. Click on a line item in the report results to pull up the Context Menu.
2. Select Goto - Position Statistics - Position Fill Counts.

Result: Position Fill counts are displayed.

Position Statistics Report - Month Ending


Display As Table Information Send Print Version Export to Excel Comments

Columns	Organizational Unit	Full Time / Positions	Part Time / Positions	Total / Positions
Key Figures	Overall Result	79,547	2,678	80,635
Rows	Organizational plan(79,418	2,656	80,506
Organizational Unit	SOW	79,418	2,656	80,506
Free characteristics	0	268		268
Assignment Pay (POS)	0			17
Dual Lang. Pay (POS)	0	29		29
Duty Station County	0	29		29
Employee Group	0	29		29
Employee Subgroup	0	61	1	61
Position	0	60		60
Position Shift Desig	0	76		76
	0	28		28
	0	161		161

Defining Variables: Position Roster Report



Position Roster Report

To define the Position Roster Report variables:

1. Enter a Month/Year range in MM/YYYY format or select a date using the matchcode  button for Month/Year Range. ***This is a required field.**
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Organizational Unit Hierarchy	30000698 	
* Month/Year Range (Mandatory)	4/2008 	

OK Check


Select values for Organizational Unit (ZN_ORGHI 0003)

- ▶ 085
- ▶ 110
- ▼ 111
 - 111
 - AA
 - AB
 - AF
 - ▶ AJ
 - AT
 - DA
 - DB
 - X1
- ▶ 116
- ▶ 142

Add Remove

OK Cancel

Selections

Type	Description
	110

Change Order

Selecting the Department of Personnel Organizational Unit Hierarchy will also include all Organizational Units that are a part of that hierarchy.

Defining Variables: Position Roster Report, Cont...

3. Click the OK button.

Variable Entry

Available Variants: Save Save As... Delete [Show Variable Personalization](#)

General Variables

Variable	Current Selection	Description
Organizational Unit Hierarchy	30000698	
* Month/Year Range (Mandatory)	4/2008	

OK Check



Result: The Position Roster report results are displayed.

Position Roster								
Display As <input type="text"/> Information Send Print Version Export to Excel Comments								
<ul style="list-style-type: none"> Columns Rows <ul style="list-style-type: none"> Organizational Unit Position Job Vacated Date Duty Station County Position Shift Desig Employee Group Pay Scale Area Pay Grade Area Pay Scale Level Pay Grade Level ES Grouping for CAP Work Order Free characteristics 	Organizational Unit	Position	Job					
<ul style="list-style-type: none"> ROOT 	Organizational plan(70000000	LEB	50003761	Default Job 4 Pay Scale Monthly	#	34	
		70000001	A0101	50003761	Default Job 4 Pay Scale Monthly	11/01/2007	34	
		70000002	A0201	50003761	Default Job 4 Pay Scale Monthly	#	34	
		70000003	A0202	50003761	Default Job 4 Pay Scale Monthly	#	34	
		70000004	A0301	50003761	Default Job 4 Pay Scale Monthly	12/01/2007	34	
		70000005	A0401	50003761	Default Job 4 Pay Scale Monthly	#	34	
		70000006	A0402	50003761	Default Job 4 Pay Scale Monthly	#	34	
		70000007	A0502	50003761	Default Job 4 Pay Scale Monthly	#	34	
		70000008	A0601	50003761	Default Job 4 Pay Scale Monthly	08/16/2007	34	
		70000009	A0602	50003761	Default Job 4 Pay Scale Monthly	#	34	
		70000010	A0702	50003761	Default Job 4 Pay Scale Monthly	10/01/2006	34	
		70000011	A0801	50003761	Default Job 4 Pay Scale Monthly	#	34	
		70000012	A0802	50003761	Default Job 4 Pay Scale Monthly	#	34	
		70000013	A0901	50003761	Default Job 4 Pay Scale Monthly	#	37	
		70000014	A0902	50003761	Default Job 4 Pay Scale Monthly	#	34	

Defining Variables: Class Distribution - Pay Class Report





Class Distribution-Pay Class Report

To define the Class Distribution - Pay Class report variables:

1. Enter a single Month/Year reporting value in MM/YYYY format or select a date using the matchcode  button for Calendar Month Prompt.
***This is a required field.**
2. Enter the Employment Status (defaults to 3 - Active) or select an Employment Status using the matchcode button.
***This is a required field.**
3. Enter a Personnel Area number or select a Personnel Area number using the matchcode button.
4. Click the OK button. 

Variable Entry

Available Variants: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
Personnel Area - Select (Optional)	1110	
* Calendar Month Prompt_ Single Value	4/2008	
* Emp Status (Mandatory)	3	 Active
Pay Scale Area (Optional)		


OK Check

Result: The Class Distribution - Pay Class report results are displayed.

Defining Variables: Classification Turnover







Classification Turnover Report

To define the Classification Turnover report variables:

1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode  button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Organizational Unit Hierarchy		
Personnel Area - Select (Optional)		
Job - Multiple (Optional)		
Month/Year (Optional)		
Cal Quarter (Optional)		
Calendar Year (Optional)		


OK Check

Result: The Class Turnover report results are displayed.

Defining Variables: Employee and Position Status

Employee and Position Status Report

To define the Employee and Position Status report variables:

1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode  button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.

Variable Entry

Available Variables: [Show Variable Personalization](#)


General Variables		
Variable	Current Selection	Description
Personnel Area - Select (Optional)		
Business Area (Optional)		
* Calendar Month Prompt _ Single Value		
Personnel SubArea (Optional)		
Organizational Unit (Optional)		
Employee Group (Optional)		
Employee SubGroup (Optional)		
Emp Status (Optional)	3	Active
Control Area MCC (Optional)		
Master Cost Ctr (Optional)		
Time Admin (Optional)		

Result: The Employee and Position Status report results are displayed.

Defining Variables: Employee History Report

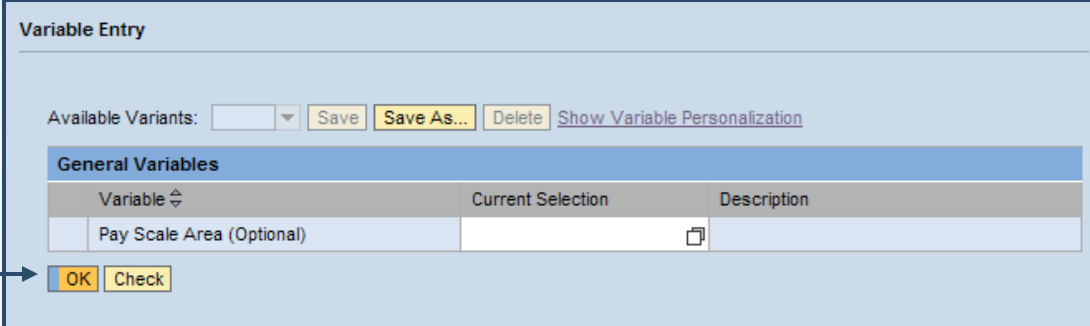
Employee History Report

To define the Employee History Report variables:

1. Enter a Pay Scale Area or select a Pay Scale Area using the matchcode  button.

2. Click the OK button.

Result: The Employee History report results are displayed.



Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

Variable	Current Selection	Description
Pay Scale Area (Optional)		

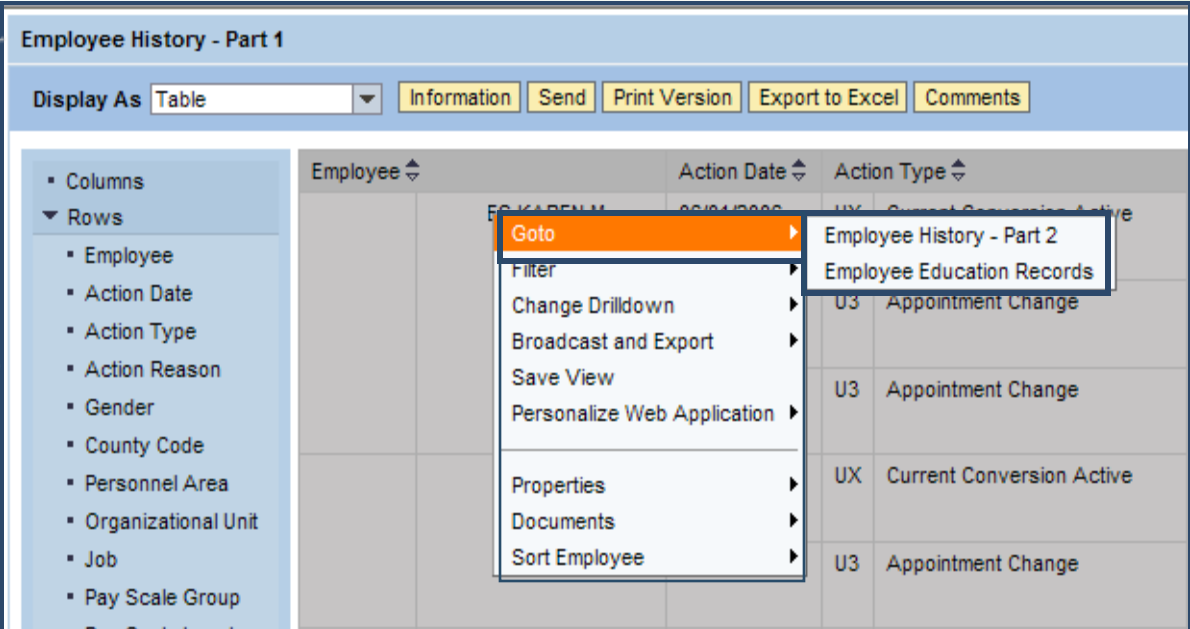
OK Check

Additional Information:

To view an Employee History Part 2 or an Employee's education records:

1. Click on a line item in the Employee History Report results to pull up the Context Menu.
2. Select Goto - Employee History Part 2 or Employee Education Records.

Result: Employee sub report is displayed.



Employee History - Part 1

Display As: Table Information Send Print Version Export to Excel Comments

Employee	Action Date	Action Type
EC KAREN M	06/04/2000	UX Current Conversion Active
		U3 Appointment Change
		U3 Appointment Change
		UX Current Conversion Active
		U3 Appointment Change


Context Menu:

- Goto
 - Employee History - Part 2
 - Employee Education Records
- Filter
- Change Drilldown
- Broadcast and Export
- Save View
- Personalize Web Application
- Properties
- Documents
- Sort Employee

Defining Variables: Employee Probation










Employee Probation Report

To define the Employee Probation report variables:

1. Enter your variable selections.
2. Enter a Business Area or Personnel Area in the variable field or using the matchcode  button..
3. Enter a single Month/Year reporting value in MM/YYYY format or select a date using the matchcode button for Calendar Month Prompt. ***This is a required field.**
4. Click the OK button.

Variable Entry

Available Variants: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Personnel Area - Select (Optional)		
Personnel SubArea (Optional)		
Business Area (Optional)		
* Calendar Month Prompt _ Single Value		
Employee Group (Optional)		
Employee SubGroup (Optional)		
Emp Status (Optional)	3	 Active
Contract Type (Optional)		
Payroll Area (Optional)		


OK Check

Result: The Employee Probation report results are displayed.

Defining Variables: Employee Summary Report




Employee Summary Report

To define the Employee Summary report variables:

1. Enter a single Month/Year reporting value in MM/YYYY format or select a date using the matchcode button for  Calendar Month Prompt.
***This is a required field.**

Variable Entry

Available Variables: [Show Variable Personalization](#)


General Variables			
	Variable ⇅	Current Selection	Description
*	Calendar Month Prompt _ Single Value	4/2008 	
	Pay Grade Area (Optional)		
	Pay Scale Area (Optional)		

2. Click the OK button.

Result: The Employee Summary report results are displayed.

Hiring Freeze Tracking Report

To define the Hiring Freeze Tracking report variables:







1. Enter a single Month/Year reporting value in MM/YYYY format or select a date using the matchcode button for  Calendar Month Prompt.
***This is a required field.**

2. Click the OK button.

Variable Entry

Available Variants: Save Save As... Delete [Show Variable Personalization](#)

General Variables

Variable 	Current Selection	Description
Job - Multiple (Optional)		
* Calendar Month Prompt _ Single Value		
Cal Quarter (Optional)		
Calendar Year (Optional)		
Business Area (Optional)		


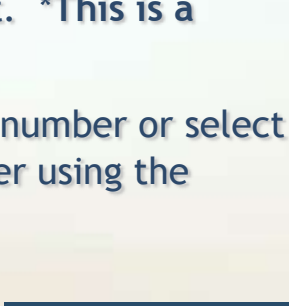
OK Check

Result: The Hiring Freeze Tracking report results are displayed.

Defining Variables: Minority Distribution Report




Minority Distribution Report

To define Minority Distribution report variables:

1. Enter the Employment Status (defaults to 3 - Active) or select an Employment Status using the matchcode  button. ***This is a required field.**
2. Enter a single Month/Year reporting value in MM/YYYY format or select a date using the matchcode button for Calendar Month Prompt. ***This is a required field.**
3. Enter a Personnel Area number or select a Personnel Area number using the matchcode button.
4. Click the OK button. 

Variable Entry

Available Variants: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Personnel Area - Select (Optional)	1110 	
* Calendar Month Prompt _ Single Value	4/2008 	
* Emp Status (Mandatory)	3 	Active

OK Check

Result: The Minority Distribution report results are displayed.





Defining Variables: Supervisor to Employee

Supervisor to Employee Report


To define the Supervisor to Employee report variables:

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables			
Variable ⇅	Current Selection		Description
Organizational Unit Hierarchy			
Personnel Area - Select (Optional)			
* Calendar Month Prompt _ Single Value			
Emp Status (Optional)	3		Active

OK Check

1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode  button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Enter a single Month/Year reporting value in MM/YYYY format or select a date using the matchcode button for Calendar Month Prompt. ***This is a required field.**
4. Click the OK button.


Result: The Supervisor to Employee report results are displayed.

Defining Variables: Employee File Statistics Report



Employee File Statistics Report

The Employee File Statistics report contains 17 queries. Fifteen of the queries can be run as one report or separately. To run all 15 queries as one report, click on the Employee File Statistics - All Reports link.

To define the Employee File Statistics report variables:

1. Enter the Employment Status (defaults to 3 - Active) or select an Employment Status using the matchcode  button.
***This is a required field.**

Click on individual links to run each query separately

2. Enter a single Month/Year reporting value in MM/YYYY format or select a date using the matchcode  button for Calendar Month Prompt. ***This is a required field.**
3. Enter a Personnel Area number or select a Personnel Area number using the matchcode  button.

4. Click the OK button.

- Employee File Statistics
 - Employee File Statistics - Age Ranges
 - Employee File Statistics - In Present Position
 - Employee File Statistics - Certificate
 - Employee File Statistics - County Code
 - Employee File Statistics - Disability Status
 - Employee File Statistics - Education
 - Employee File Statistics - Ethnic Group
 - Employee File Statistics - Gender
 - Employee File Statistics - Merit System
 - Employee File Statistics - Part Time Percent
 - Employee File Statistics - Salary Ranges
 - Employee File Statistics - Salary Rate Unit
 - Employee File Statistics - Special Pay
 - Employee File Statistics - Status
 - Employee File Statistics - Underfill
 - Employee File Statistics - Veteran Status
 - Employee File Statistics - All Reports

Variable Entry

Available Variants: Save Save As... Delete [Show Variable Personalization](#)

General Variables

Variable	Current Selection	Description
* Emp Status (Mandatory)	3	Active
* Calendar Month Prompt _ Single Value	4/2008	
Personnel Area - Select (Optional)	1110	
Pay Scale Area - Single (Optional)		
Pay Scale Area (Optional)		

OK Check

Result: The Employee File Statistics - All Reports results are displayed.


Continued...

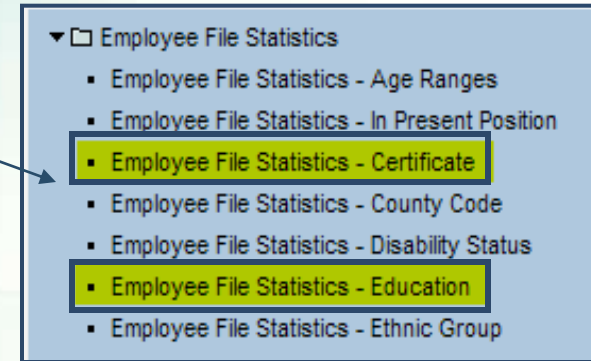
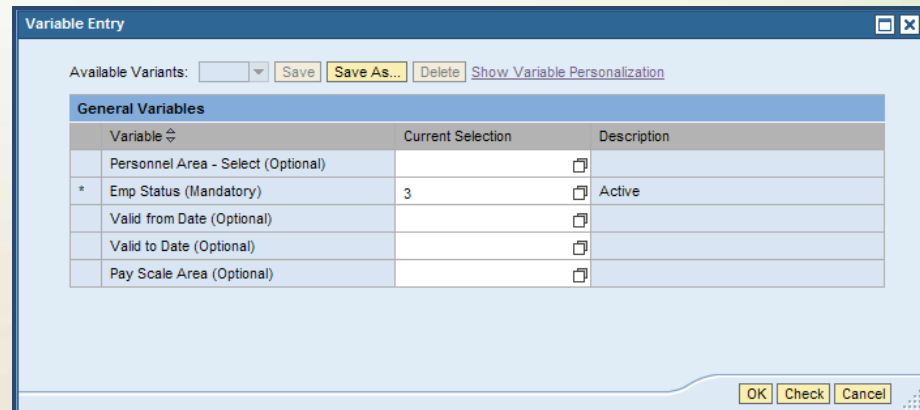
Defining Variables: Employee File Statistics Report, Cont...

The Employee File Statistics-Education and Employee File Statistics-Certification queries are not included in the Employee File Statistics (Full Report) and must be run separately.

To run the query, the user must enter a “Valid On Date” in MM/DD/YYYY format to run, rather than Month/Year required in other Employee File Statistics queries:

To define the Employee File Statistics-Education and Employee File Statistics-Certification report variables:

1. Enter a Personnel Area number or select a Personnel Area number using the matchcode  button.
2. Enter the Employment Status (defaults to 3 - Active) or select an Employment Status using the matchcode button. ***This is a required field.**
3. Enter a Valid On Date in MM/DD/YYYY format or select a date using the matchcode button.
4. Click the OK button.

Variable Entry

Available Variables: Save Save As... Delete Show Variable Personalization

Variable	Current Selection	Description
Personnel Area - Select (Optional)		
* Emp Status (Mandatory)	3	Active
Valid from Date (Optional)		
Valid to Date (Optional)		
Pay Scale Area (Optional)		

OK Check Cancel

Result: The Employee File Statistics-Education or Employee File Statistics - Certificate results are displayed.

Appointment Status Changes Report

The Appointment Status Changes report is made up of 2 queries.

To define the Appointment Status Changes report variables:

- ▼ ☐ Appointment Status Changes
 - Appointment Status Changes

1. Enter a single Month/Year reporting value in MM/YYYY format or select a date using the matchcode  button for Calendar Month Prompt. ***This is a required field.**

2. Enter a Personnel Area number or select a Personnel Area number using the matchcode button.

3. Click the OK button.

Variable Entry

Available Variants:



Save

Save As...

Delete

Show Variable Personalization

General Variables

Variable	Current Selection	Description
Personnel Area - Select (Optional)		
* Calendar Month Prompt _ Single Value		

OK

Check

Result: Appointment Status Changes results are displayed.

Continued...

Additional Information:

To view the Appointment Status Changes for the prior month:

1. Click on a line item in the Appointment Status Changes report to pull up the Context Menu.
2. Select Goto - Appointment Status Changes - Prior Month Status.

The screenshot displays the 'Appointment Status Changes' report interface. On the left, a sidebar contains a 'Columns' section with a 'Key Figures' subsection and a 'Rows' subsection. The 'Rows' subsection lists various fields: Personnel Area, Employee ID, Appointment Date, Position, Job, Action Effective Date, Action Type, Action Reason, Employee Group, Work Contract, Pay Scale Level, and Free characteristics (Organizational Unit). The main report area shows a table with columns: Personnel Area, Employee ID, Appointment Date, Position, Job, and Action E. A row is highlighted with the values 'Dept of Labor & Industries', '1044136', and 'W'. A context menu is open over this row, with the 'Goto' option selected. The menu options are: Goto, Filter, Change Drilldown, Broadcast and Export, Save View, Properties, Calculations and Translations, Documents, and Sort Employee ID. The 'Goto' option is highlighted in orange, and the resulting action is 'Appointment Status Change - Prior Month Status'.



Result: Appointment Status Changes for the Prior Month are displayed

Defining Variables: Affirmative Action Report

Affirmative Action Report

The Affirmative Action report is made up of 4 queries that must be run separately.

To define the Affirmative Action report variables:





1. Enter a Personnel Area number or select a Personnel Area number using the matchcode  button.
2. Enter the Employment Status (defaults to 3 - Active) or select an Employment Status using the matchcode button.
***This is a required field.**
3. Enter the Contract Type (defaults to 00 - Permanent) or select a Contract Type using the matchcode button. ***This is a required field.**
4. Enter a single Month/Year reporting value in MM/YYYY format or select a date using the matchcode button for the Calendar Month Prompt. ***This is a required field.**
5. Click the OK button. 

▼ Affirmative Action






- **Affirmative Action Employee Detail Statewide**
- Affirmative Action Analysis by EEOC Group
- Affirmative Action Employee Detail by Personnel Area
- Affirmative Action Summary by Personnel Area/Job

Click on individual report links to run each Affirmative Action report.

Variable Entry

Available Variables:     [Show Variable Personalization](#)

General Variables

Variable 	Current Selection		Description
Personnel Area - Select (Optional)	1110		
* Calendar Month Prompt _ Single Value	4/2008		
* Contract Type (Mandatory)	00		
* Emp Status (Mandatory)	3		Active


 

Result: The Affirmative Action Employee Detail by Personnel Area or selected report results are displayed.

HCA Non-Discrimination Report









The HCA Non-Discrimination report is made up of 2 queries.

To define the HCA Non-Discrimination report variables:

1. Enter a single Month/Year reporting value in MM/YYYY format or select a date using the matchcode  button for Calendar Month Prompt. ***This is a required field.**
2. Enter a Personnel Area number or select a Personnel Area number using the matchcode button.

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ↕	Current Selection	Description
Business Area		
Personnel Area - Select (Optional)		
Personnel SubArea (Optional)		
* Calendar Month Prompt _ Single Value		
Employee Group (Optional)		
Emp Status (Optional)	3	 Active
Employee SubGroup (Optional)		
Payroll Area (Optional)		

OK Check

3. Click the OK button.

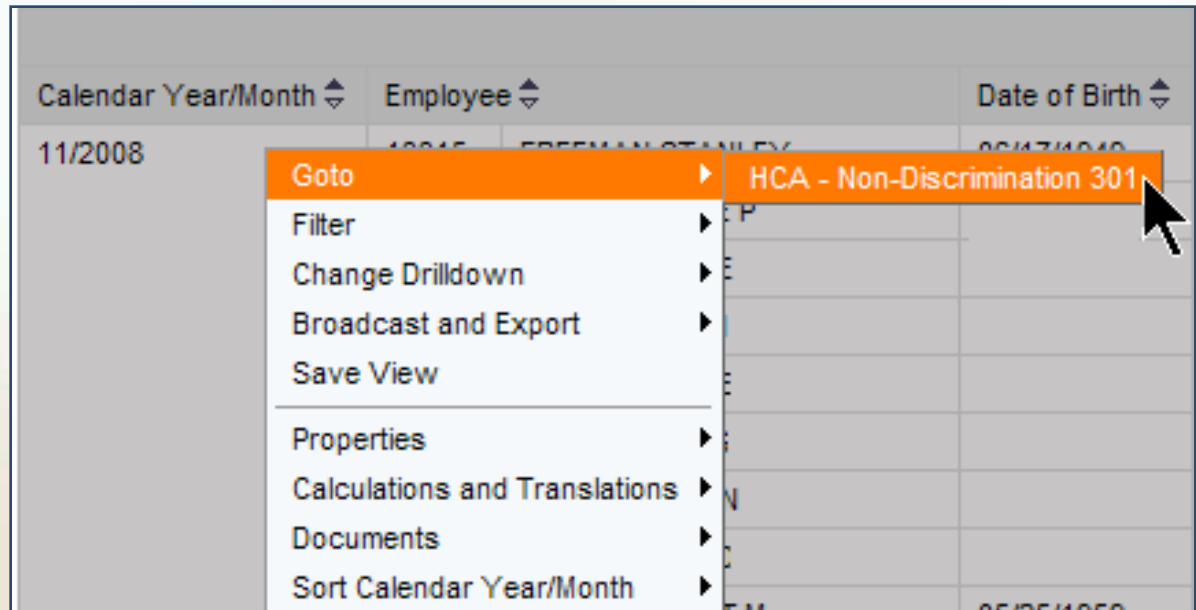
Result: HCA Non-Discrimination results are displayed.

Continued...

Additional Information:

To view the HCA Non-Discrimination 301 report (wage type /301):

1. Click on a line item in the HCA Non-Discrimination report to pull up the Context Menu.
2. Select Goto → HCA Non-Discrimination 301:



Result: HCA Non-Discrimination 301 report is displayed

Defining Variables: HRM Manager to Staff

PLAN & ALIGN WORKFORCE - Management Profile


Provide the % of Washington Management Service (WMS) managers and % of all Management Employees to staff.
To define the HRM Manager to Staff report variables:

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Organizational Unit Hierarchy	<input type="checkbox"/>	
Personnel Area - Select (Optional)	<input type="checkbox"/>	
Job - Multiple (Optional)	<input type="checkbox"/>	
Calendar Month (Optional)	<input type="checkbox"/>	
Cal Quarter (Optional)	<input type="checkbox"/>	
Calendar Year (Optional)	<input type="checkbox"/>	

OK Check

1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode  button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.

Result: HRM Manager to Staff report is displayed.

Defining Variables: HRM Washington Management Service

PLAN & ALIGN WORKFORCE - Management Profile

Provide the number of Washington Management Service (WMS) employees/managers.

To define the HRM Washington Management Service report variables:

Variable Entry

Available Variants: [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Organizational Unit Hierarchy	<input type="button" value="📄"/>	
Personnel Area - Select (Optional)	<input type="button" value="📄"/>	
Job - Multiple (Optional)	<input type="button" value="📄"/>	
Calendar Month (Optional)	<input type="button" value="📄"/>	
Cal Quarter (Optional)	<input type="button" value="📄"/>	
Calendar Year (Optional)	<input type="button" value="📄"/>	

1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.

Result: HRM Washington Management Service report is displayed.

Defining Variables: HRM WMS Management Type

PLAN & ALIGN WORKFORCE - Management Profile

Provide the percent breakdown of management by management type for Washington Management Service (WMS) employees/managers.

To define the HRM WMS Management Type report variables:

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Organizational Unit Hierarchy		
Personnel Area - Select (Optional)		
Job - Multiple (Optional)		
Calendar Month (Optional)		
Cal Quarter (Optional)		
Calendar Year (Optional)		

OK Check

1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.

Result: HRM WMS Management Type report is displayed.

Defining Variables: HRM Separation During Review Period

HIRE WORKFORCE - Separation During Review Period

Definition: Number of separations during Probationary and Trial Service review periods.

To define the HRM Separation During Review Period report variables:

Variable Entry

Available Variants: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ↕	Current Selection	Description
Organizational Unit Hierarchy	<input type="checkbox"/>	
Personnel Area - Select (Optional)	<input type="checkbox"/>	
Job - Multiple (Optional)	<input type="checkbox"/>	
Calendar Month (Optional)	<input type="checkbox"/>	
Cal Quarter (Optional)	<input type="checkbox"/>	
Calendar Year (Optional)	<input type="checkbox"/>	

OK Check

1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode ☐ button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.

Result: HRM Separation During Review Period report is displayed.

Defining Variables: HRM Type of Appointments

HIRE WORKFORCE - Hiring Balance:
Proportion of Hiring Types

Definition: Number of New Hire,
Promotional, Transfer, Exempt and
Other appointments to permanent
positions.

To define the HRM Type of Appointments
report variables:

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Organizational Unit Hierarchy	<input type="button" value="📄"/>	
Personnel Area - Select (Optional)	<input type="button" value="📄"/>	
Job - Multiple (Optional)	<input type="button" value="📄"/>	
Calendar Month (Optional)	<input type="button" value="📄"/>	
Cal Quarter (Optional)	<input type="button" value="📄"/>	
Calendar Year (Optional)	<input type="button" value="📄"/>	

OK Check


1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.

Result: HRM Type of Appointments report is displayed.

DEPLOY WORKFORCE - Overtime Usage/Average Hours

Definition: Average overtime hours used, per capita.







To define the HRM Average Overtime report variables:

1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode  button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.

Result: HRM Average Overtime report is displayed.

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Organizational Unit Hierarchy		
Personnel Area - Select (Optional)		
Job - Multiple (Optional)		
Calendar Month (Optional)		
Cal Quarter (Optional)		
Calendar Year (Optional)		

OK Check

DEPLOY WORKFORCE - Overtime Usage/Cost

Definition: Straight plus premium overtime costs


To define the HRM Overtime Cost report variables:

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
Organizational Unit Hierarchy		
Personnel Area - Select (Optional)		
Job - Multiple (Optional)		
Calendar Month (Optional)		
Cal Quarter (Optional)		
Calendar Year (Optional)		

OK Check


1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode  button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.

Result: HRM Overtime Cost report is displayed.

DEPLOY WORKFORCE - Overtime Usage/Percent Receiving







Definition: Percent of employees receiving overtime.

To define the HRM Percent Employees Receiving Overtime report variables:

1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode  button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Organizational Unit Hierarchy		
Personnel Area - Select (Optional)		
Job - Multiple (Optional)		
Calendar Month (Optional)		
Cal Quarter (Optional)		
Calendar Year (Optional)		

OK Check

Result: HRM Percent Employees Receiving Overtime report is displayed.

Defining Variables: HRM Formal Disciplinary Action Taken

REINFORCE PERFORMANCE -

Number/type of Disciplinary Actions

Definition: Number of disciplinary actions per type: Dismissal, Demotion, Suspension, and Salary Reduction*.

To define the HRM Formal Disciplinary Action Taken report variables:

Variable Entry

Available Variants: [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Organizational Unit Hierarchy	<input type="text"/>	<input type="button" value="Matchcode"/>
Personnel Area - Select (Optional)	<input type="text"/>	<input type="button" value="Matchcode"/>
Job - Multiple (Optional)	<input type="text"/>	<input type="button" value="Matchcode"/>
Calendar Month (Optional)	<input type="text"/>	<input type="button" value="Matchcode"/>
Cal Quarter (Optional)	<input type="text"/>	<input type="button" value="Matchcode"/>
Calendar Year (Optional)	<input type="text"/>	<input type="button" value="Matchcode"/>

1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.


Result: HRM Formal Disciplinary Action Taken report is displayed.

Defining Variables: HRM Sick Leave

DEPLOY WORKFORCE - Sick Leave Usage - Used and Earned, Average vs. Actual

Definition: On the average, what percent of sick leave earned is used: (a) per capita; and (b) for just those employees who used sick leave .

To define the HRM Sick Leave report variables:







1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode  button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.

Result: HRM Sick Leave report is displayed.

Variable Entry

Available Variables: [Show Variable Personalization](#)

General Variables

Variable ⇅	Current Selection	Description
Organizational Unit Hierarchy		
Personnel Area - Select (Optional)		
Job - Multiple (Optional)		
Calendar Month (Optional)		
Cal Quarter (Optional)		
Calendar Year (Optional)		

Defining Variables: HRM Diversity Profile







ULTIMATE OUTCOMES - Workforce & Diversity Profile

Definition: Percentage of the workforce in protected groups.


To define the HRM Diversity Profile report variables:

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Organizational Unit Hierarchy		
Personnel Area - Select (Optional)		
Job - Multiple (Optional)		
Calendar Month (Optional)		
Cal Quarter (Optional)		
Calendar Year (Optional)		

OK Check

1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode  button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.

Result: HRM Diversity Profile report is displayed.

Defining Variables: HRM Diversity Profile by Ethnicity







ULTIMATE OUTCOMES - Workforce & Diversity Profile/Ethnicity Profile

Definition: Percentage of workforce by ethnic group


To define the HRM Diversity Profile by Ethnicity Report variables:

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Organizational Unit Hierarchy		
Personnel Area - Select (Optional)		
Job - Multiple (Optional)		
Calendar Month (Optional)		
Cal Quarter (Optional)		
Calendar Year (Optional)		

OK Check

1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode  button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.

Result: HRM Diversity Profile by Ethnicity report is displayed.

Defining Variables: HRM Percent Age Distribution







ULTIMATE OUTCOMES - Workforce & Diversity Profile/Age Profile

Definition: Percentage of all employees and of
WMS by age groups.


To define the HRM Percent Age Distribution
Report variables:

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Organizational Unit Hierarchy		
Personnel Area - Select (Optional)		
Job - Multiple (Optional)		
Calendar Month (Optional)		
Cal Quarter (Optional)		
Calendar Year (Optional)		

OK Check

1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode  button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.

Result: HRM Percent Age Distribution report is displayed.







Defining Variables: HRM Turnover

ULTIMATE OUTCOMES - Turnover rates and types
Definition: Percent of employee turnover by type
(Retirement, Resignation, Dismissal, Other, To
Another Agency*).


To define the HRM Turnover report variables:

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Organizational Unit Hierarchy	<input type="text"/>	
Personnel Area - Select (Optional)	<input type="text"/>	
Job - Multiple (Optional)	<input type="text"/>	
Calendar Month (Optional)	<input type="text"/>	
Cal Quarter (Optional)	<input type="text"/>	
Calendar Year (Optional)	<input type="text"/>	

OK Check

1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode  button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.

Result: HRM Turnover report is displayed.